



Industries Commissionerate
(GOVERNMENT OF GUJARAT)

IC Portal – Manager RM User Manual (IS Claim Module)



Table of Contents

1.	How do I login to the portal?	3
2.	How do I Access the Interest Subsidy Claim Module?.....	4
3.	How do I View Inspection Report?.....	5
4.	How do I Perform Scrutiny Process?.....	6
5.	How do I send Query letter to applicant?.....	7
6.	How do I Forward application?.....	9



IC Portal – Manager RM User Manual (IS Claim Module)

1. How do I login to the portal?

- Go to the URL :- <http://10.10.46.175/ic/admin/login.aspx>
- The following homepage will open.(A)



- After user name and password are entered, click on “Login” button and it will redirect you to our system. (B)
- If you forgot your password, then in that case click on “Forgot Password”, it will ask you to enter your Email ID to send your password on that Email ID. (C)



IC Portal – Manager RM User Manual (IS Claim Module)

2. How do I Access the Interest Subsidy Claim Module?

The screenshot shows the 'Industries Commissionerate Portal (GOVERNMENT OF GUJARAT)' interface. At the top right, there is a user profile icon with the text 'Mr., Clerk, Ahmedabad - DIC'. Below it is a red circle labeled 'Logout'. On the left, a vertical menu under 'MSME' includes 'Search & Perform Action', 'EM1 Application Queue (554)', 'EM2 Application Queue (196)', 'Terminated Applications', 'Application On Behalf', 'EM1 Changes Queue (1)', 'EM2 Changes Queue (129)', and 'Interest Subsidy'. The 'Interest Subsidy' option is highlighted with a red circle labeled 'A'. To the right, a 'PROFILE' section displays the user's details: Name, Email ID, Contact No, Designation, Office, and Branch. The 'Designation' field shows 'Clerk', 'Office' shows 'Ahmedabad - DIC', and 'Branch' shows 'MSME'.

[Home](#) | [Contact Us](#) | [Disclaimer](#) | [FAQ](#)

- Click on the *Interest Subsidy* Menu to access the Interest Subsidy Claim Module. **(A)**
- Click on the “logout” to go back to Login Panel. **(B)**



IC Portal – Manager RM User Manual (IS Claim Module)

3. How do I View Inspection Report?

The screenshot shows the 'INTEREST SUBSIDY CLAIM DETAIL' page. On the left, a vertical menu lists 'MSME', 'Interest Subsidy', 'Interest Subsidy Application Queue', and 'Claim Detail Queue'. The main area displays a table for claim detail. The first row in the table corresponds to application number IS1E5C48778. The 'Action' column for this row contains three links: 'Scrutiny', 'View', and 'Inspection Report'. A red circle with the letter 'A' is drawn around the 'Inspection Report' link. A yellow sticky note is overlaid on the 'Application Status' column of the same row, stating 'Claim Under Scrutiny Process'.

Sr. No	Application No	Applicant Detail	Bank Detail	Action
1	IS1E5C48778 View Revise Claim Sheet Claim No: 1 	Name : VIPULKUMAR VALLABHBHAI GHODASARA Contact No: 9825217714 Email: HARSH.PARIKH@DEVITPL.COM Postal Address (Communication): S.NO.244, PLOT NO.2/A, OPP. GRAM SWARAJ MANDAL, 360024 ----- Unit Name: ADEN POLYMERS Type of Unit: Small Category of Unit: New Scheme Name: Interest Subsidy Scheme For MSME (2009) Location: Ahmedabad Village, Ahd City Taluka, Ahmedabad District	Bank Name : INDIAN OVERSEAS BANK First Disbursement Date : 12/07/2012 Amount Loan Sanctioned : 175.00(₹ in Lakh)	Scrutiny View Inspection Report

[Home](#) | [Contact Us](#) | [Disclaimer](#) | [FAQ](#)
Office of The Industries Commissionerate
Block No. 1, 2nd Floor, Udyog Bhavan,
Gandhinagar 382 010,
Gujarat, INDIA

23252683/23252617
 iccord@gujarat.gov.in

- Click on “Claim Detail Queue” for view all the claim application which are submitted by applicant. (A)
- For View Inspection report click on “View Inspection Report” and it will redirect you on Inspection report page which is display below.



IC Portal – Manager RM User Manual (IS Claim Module)


Mr. , Manager(RM), Ahmedabad - DIC
Logout

MENU

- MSME**
- [Search & Perform Action](#)
- [EM1 Application Queue \(13\)](#)
- [EM2 Application Queue \(2\)](#)
- [EM1 Changes Queue \(1\)](#)
- [EM2 Changes Queue \(12\)](#)
- [Interest subsidy](#)

VIEW INSPECTION REPORT

Last Inspection					
*	Date of Visit: 26/10/2013	Name of the Inspector: Dushyant D Patel			
*	Date of report submission: 26/10/2013	Designation: Inspector			
*	Name of the person contacted: Harsh				
*	Designation of contacted person Manager				
(1)	Name of the unit: ADEN POLYMERS				
(2)	Address of the unit: S.NO.244, PLOT NO.2/A, OPP. GRAM SWARAJ MANDAL				
(3)	Interest Subsidy Registration: Micro / Small / Medium	Small			
(4)	New unit / Expansion / Modernization / Diversification: New				
(5)	Items of Production:				
Sr.No	As per Application Form	Actual			
1	MANUFACTURE OF PP ROPE & ALL TYPE OF PLASTIC ROPES	MANUFACTURE OF PP ROPE & ALL TYPE OF PLASTIC ROPES			
*(6) Date of Commencement of Commercial production: 26/10/2013					
(7) Subsidy to be Disbursed at the rate of: 5 %					
(8) Financial Detail					
Sr.No	Name of the financial institution/bank (term loan)	Amount of loan	Account No	Eligible Start Date	Eligible Start Date
1	INDIAN OVERSEAS BANK	175.00	0427032613000011	12/07/2012	11/07/2017
*(9) Details of production/Sales/Power consumption verified and found correct:					
(10) Please attach the information as under:					
Sr No.	Particulars	Proposed Total Investment (₹ in Lakh)	Proposed As Per Claim Form (₹ in Lakh)	Proposed Actual Investment (₹ in Lakh)	
1	* Land	10.00	0.00	10.00	
2	* Site Developement	0.00	0.00	22.00	
3	* Building	24.20	0.00	34.00	
4	* Plant & Machinery (P & M)	65.28	0.00	45.00	
5	* Electrification	5.00	0.00	69.00	
6	* Others Assets	0.00	0.00	56.00	
Total		124.48	0.00	256.00	
(a) Increased in Fixed Capital Investment: 50 % (for Expansion / Diversification) (b) Increased in Fixed Capital Investment in Plant & Machinery: 25 % (for Modernization or Technology Up-gradation)					
(11) Details of Employment:					
Category	Local	Outside	Share of Local Employment		
Manager / Supervisor	180	5	97.3		
Workers	300	20	93.75		
Total:	480	25	95.05		
*(a) The unit is in production at the time of visit: NO (b) The unit fulfills the employment terms and conditions: NO (c) Whether the Unit has installed new machinery: NO (d) Valid GPCB consent has been obtained: NO (e) The Insurance Policy for the current year has been submitted: NO (f) Whether the Unit is: Small (g) The age of Unit's Owner/Partners/Directors is less than 35 years and for the first time the project has been set up: NO (h) The unit is eligible at the interest subsidy rate of 5 % for small and medium enterprise (i) The documents submitted by the Unit as evidence of above have been checked and found true: NO (j) Deduction in Total Sanctioned Amount 10.00 (k) Other Deduction in Total Sanctioned Amount 2.00					
*(12) The Unit has started Expansion/ Diversification/ Modernization or Technology Up-gradation on date: 26/10/2013 and completed on date: 26/10/2013. The unit has started production of its expansion/modernization/diversification on the date: 26/10/2013. During the verification of the documents and records of the unit, the unit has fulfilled the terms and conditions of Expansion/ Diversification/ Modernization or Technology Up-gradation.					
(13) The unit is registered as MSME unit and as per the verification of the records RECOMMENDED FOR THE DISBURSEMENT OF INTEREST SUBSIDY					
(14) Date: 26/10/2013 (15) Name of the inspector: Dushyant D Patel (16) Designation: Inspector					

Home | Contact Us | Disclaimer | FAQ

Office of The Industries Commissionerate
Bldg No. 101, 1st Floor, Udyog Bhawan,
Gandhinagar 382 010.
Gujarat INDIA

 23252683/23252617
 iccord@gujarat.gov.in

4. How do I Perform Scrutiny Process?



IC Portal – Manager RM User Manual (IS Claim Module)

Screenshot of the Industries Commissionate Portal Scrutiny Review section. The interface shows a table for reviewing documents, with specific fields for Clerk's Response, Yours Response & Remarks, and GMs Response. A red circle labeled 'A' highlights the 'Submit' and 'Cancel' buttons at the bottom left. A red circle labeled 'B' highlights a deduction amount entry field.

Sr. No	Document Name	Clerks Response	Yours Response & Remarks	GMs Response
1	Bank Certificate (Annexure-2)	Response : Yes Remarks : * 26/10/13 - yes - verified ok - 1 Page Number : 1	History : Response : Yes Remarks : ok verified	Response : Remarks :
2	Hard copy of Bank statement for term loan for the claim period	Response : Yes Remarks : * 26/10/13 - yes - ok - 2 Page Number : 2	History : Response : Yes Remarks : ok verified	Response : Remarks :
3	GPCB Consent (If applicable)	Response : Yes Remarks : * 26/10/13 - yes - verified ok - 3 Page Number : 3	History : Response : Yes Remarks : ok verified	Response : Remarks :
	First Sale Bill	Response : Yes	History :	Response :

(GOVERNMENT OF GUJARAT)

Ok - 9 Page Number : 9	Remarks : ok verified	Response : Remarks :
Response : No Remarks : * 26/10/13 - no - verified not ok - 10 Page Number : 10	History : Response : No Remarks : Missing few details	Response : Remarks :
Clerk General Remark : verified few ok Final Deduction Amount : 10.00 (₹ in Lakh) Final Other Deduction Amount : 2.00 (₹ in Lakh) Deduction : Other Deduction : Deduction Remark : General Remark : 1 0.5 Due to few of the things were not specified perfectly. overall ok	B ₹ in Lakh ₹ in Lakh Due to few of the things were not specified perfectly. overall ok	

- When user clicks on “Scrutiny” then it will display popup to enter his / her response, remark and Page number for each document. **(A)**
- At time of scrutiny Manager RM can change the amount of deduction which is entered by Inspector. **(B)**

5. How do I send Query letter to applicant?



IC Portal – Manager RM User Manual (IS Claim Module)

MENU

MSME
Interest Subsidy
Interest Subsidy Application Queue
Claim Detail Queue

INTEREST SUBSIDY CLAIM DETAIL

Application No: Applicant Name:
Application Status: Claim Under Scrutiny Process Category of Unit:

Sr. No	Application No	Applicant Detail	Bank Detail	Action
1	IS1F5C48778 View/Revise Claim Sheet	<p>Name : VIPULKUMAR VALLABHBHAI GHODASARA Contact No: 9825217714 Email: HARSH.PARIKH@DEVIPL.COM Postal Address (Communication): S/NO. 244, PLOT NO. 2/A, OPP. GRAM SWARAJ MANDAL, 360024</p> <p>-----</p> <p>Unit Name: ADEN POLYMERS Type of Unit: Small Category of Unit: New Scheme Name: Interest Subsidy scheme for MSME (2009) Location: Ahmedabad Village, Ahd City Taluka, Ahmedabad District</p>	<p>Bank Name : INDIAN OVERSEAS BANK First Disbursement Date : 12/07/2012 Amount Loan Sanctioned : 175.00(₹ in Lakh)</p>	<input checked="" type="checkbox"/> Scrutiny <input type="checkbox"/> Query Letter <input type="checkbox"/> View Inspection Report

A

[Home](#) | [Contact Us](#) | [Disclaimer](#) | [FAQ](#)
Smt. of The Industrial Commissionate
Block No. 1, 2nd Floor, Udyog Bhavan,
Gandhinagar 382 010.
Gujarat, INDIA

23252683/23252617
 iccord@gujarat.gov.in

Interest Subsidy Application Queue
Claim Detail Queue

Search

Sr. No	Application No	Applicant Detail	Bank Detail	Action
	IS1F5C48778	<p>Name : VIPULKUMAR VALLABHBHAI GHODASARA Contact No: 9825217714</p>	<p>Bank Name : INDIAN OVERSEAS BANK First Disbursement Date : 12/07/2012</p>	<input checked="" type="checkbox"/> Scrutiny <input type="checkbox"/> Query Letter <input type="checkbox"/> View Inspection Report

Generate Query Letter

Note: Please check document name which you want to add in query letter.

Sr. No	Document Name
1	<input checked="" type="checkbox"/> Details of month wise Production / Sales and Power consumption data
2	<input checked="" type="checkbox"/> Missing few details

Extra Document :

B

➤ At time of scrutiny, if any document is missing then “Query Letter” option is available. (A)



IC Portal – Manager RM User Manual (IS Claim Module)

- When Manager RM click on “Query Letter” then it will open pop up for select document name which he wants to add in query letter.
- Before send Query letter Preview is available of Query Letter which is looks like below

Mr. , Manager(RM), Ahmedabad - DIC

Logout

Approve Cancel

Query Letter

Application No: IS1F5C48778

District Industries Centre
1st Floor, Bachat Bhavan,
Relief Road
Ahmedabad 380 001
AHMEDABAD
District : AHMEDABAD
Date : 26/10/2013

To,
VIPULKUMAR VALLABHBHAI GHODASARA
ADEN POLYMERS
S.NO.244, PLOT NO.2/A, OPP. GRAM SWARAJ MANDAL, AHMEDABAD, AHD CITY
District : AHMEDABAD

Subject: Claim Application for Interest Subsidy under the scheme for MSME (2009)
Reference : Your Application for Interest Subsidy Claim with Application No. IS1F5C48778 dt. 25/10/2013

Dear Sir / Madam,

This office has received your online Interest Subsidy Claim as well as the hard copy of the same. **You have not submitted the following documents with your claims which are mentioned below.**

Sr. No	List of Documents
1	Details of month wise Production / Sales and Power consumption data
2	Missing few details

You shall also have to provide the following documents during the scrutiny of the application.

Extra Documents
no need

You are requested to submit the above mentioned details within 15 days time. If you fails to submit the required information, your application will be closed / rejected.

You are also requested to mention your Application No. IS1F5C48778 in all your future correspondence.

Manager
District Industries Centre
AHMEDABAD

Approve Cancel

[Home](#) | [Contact Us](#) | [Disclaimer](#) | [FAQ](#)

Office of The Industries Commissionerate
Block No. 1, 2nd Floor, Udyog Bhavan,
Gandhinagar - 382 010.
Gujarat, INDIA

23252683/23252617
iccord@gujarat.gov.in

6. How do I Forward application?



IC Portal – Manager RM User Manual (IS Claim Module)

(GOVERNMENT OF GUJARAT)

MENU

MSME

Interest Subsidy

Interest Subsidy Application Queue

Claim Detail Queue

INTEREST SUBSIDY CLAIM DETAIL

Application No: Applicant Name:
Application Status: Under Scrutiny Compliance Category of Unit:

Sr. No	Application No	Applicant Detail	Bank Detail	Action
1	IS1F5C48778 View Revise Claim Sheet	<p>Name : VIPULKUMAR VALLABHBHAI GHODASARA Contact No: 9825217714 Email: HAISH.PARIKH@DEVITPL.COM Postal Address (Communication): S.NO.244, PLOT NO.2/A, OPP. GRAM SWARAJ MANDAL, 360024</p> <p>-----</p> <p>Unit Name: ADEN POLYMERS Type of Unit: small Category of Unit: New Scheme Name: Interest Subsidy Scheme For MSME (2009) Location: Ahmadabad Village, Ahd City Taluka, Ahmedabad District</p>	<p>Bank Name : INDIAN OVERSEAS BANK First Disbursement Date : 12/07/2012 Amount Loan Sanctioned : 175.00(₹ in Lakh)</p>	<p><input type="button" value="Forward"/> <input type="button" value="View Inspection Report"/></p>

A

Home | Contact Us | Disclaimer | FAQ

Office of The Industries Commissionerate
Block No. 2, 2nd Floor, Udyog Bhawan,
Gandhinagar - 382 010,
Gujarat, INDIA

23252683/23252617
iccord@gujarat.gov.in

- After completion of scrutiny or scrutiny compliance “forward” facility is available for that application. **(A)**
- By using forward Manager RM can forward application to General Manager.